

Contributions and Expenditure - File Format Specifications for CFRS Bulk Data Upload

1. Number and types of files:

- a. All files shall be created as ASCII text files.
- b. As a general rule, two types of delimited text files are permitted for upload. These files are the contribution and expenditure files. The file structure for these files must correspond exactly to the Contribution table and Expenditure table. (See Appendix C).

2. Filename nomenclature:

- a. Contribution files shall be saved and named as follows:
 - i. CONTRIBUTION_MMDDYYYY.txt
- b. Expenditure files shall be saved and named as follows:
 - i. EXPENDITURE_MMDDYYYY.txt

Key: MMDDYYYY where MM is the month, DD is the day, and YYYY is the year.

3. File size:

- a. The file size may not exceed 4MB.

4. Field characteristics:

- a. In the text files, commas must separate all fields.
- b. The fields in each file must be in the same order and correspond to the field layout and requirements as specified in Contribution Table and Expenditure Table.
- c. All fields appearing in the file format specification must appear in your export file, even fields with null or blank values.
- d. No extra fields are permitted in the text file.
- e. Field lengths may be less than the specified length but can never exceed it.
- f. All dates must be in the specified format (MM/DD/YYYY). For example: 12/31/2006. A four-digit year format is required.

5. Null Fields and Values:

- a. Null values must be separated from other fields by commas (as any other field value). They can be enclosed with double-quotes (""). Example: "", "", "Charles Smith"
- b. Many fields in the attached tables indicate that null values are allowed. While the file format may allow null values for a particular field, the data corresponding to that field may still be required in order to comply with West Virginia's Campaign Finance laws. Your file must contain the correct data in certain fields even if the file format allows null values for those fields.

6. Special Characters:

Carriage returns, commas, and double quotes serve special purposes in this file format specification. They should not be used except as noted here. Improper use of these characters will result in the file being rejected.

- a. At the end of each complete record should be a carriage return. This carriage return marks the end of the record, and does not represent another field. Most exporting utilities will include this carriage return automatically when the export file is created.

- b. There should be no carriage returns between the beginning and end of a record. Keep in mind that some text editing programs will wrap a record that is longer than the page onto the next line. This type of behavior does not use a carriage return and should not affect the processing of your file.
- c. A single carriage return should follow every record, including the last record in the file.
- d. Commas are used to separate fields.
- e. Fields that must contain commas, such as text fields with comments or numerical fields where commas are used to separate thousands, must be enclosed with double-quotes. Example: "Daisy, Inc." or "35,000". However, commas within number fields are optional but if included must be enclosed with double-quotes. Example: "2129" or "35000" or "35,000"
- f. Double quotes should ONLY be used to surround text fields. If you need to quote something within a field, a corporation name, a nickname, etc, you must use single quotes (') within the field, and double quotes must surround the field. There should only be ONE set of double quotes corresponding to any given field.

Ex: "Charles 'Chuck' Smith"

Tables

Expenditures Table

Field Description		Data Type	Length	Format	Valid Range	Null Values Allowed	Example
1	Date of Transaction	Date	10	MM/DD/YYYY	All dates	No	11/01/2007
2	Purpose	Text	255	None	None	No	Office Supplies
3	Amount of Expenditure	Currency	8 integer 2 decimal	Integer or decimal	8x.xx	No	2100.22
4	Paid To	Text	50	None	None	No	John Doe
5	Address Line 1	Text	150	None	None	No	Investment Tower
6	Address Line 2	Text	150	None	None	Yes	Suite 200
7	City	Text	50	None	None	No	Charleston
8	State	Text	2	None	None	No	WV
9	Zip code	Text	10	None	None	No	12345-9876
10	Fundraiser Name	Text	255	None	None	Yes	Eating Stuff
11	Fundraiser Date	Date	10	MM/DD/YYYY	All dates	Yes	01/01/2008
12	Excess Funds	Number	1	1=Yes;0=No	0 or 1	No	0
13	Paid in Full	Boolean	5	True or False	None	No	True
14	End of File						

Contributions Table

Field Description		Data Type	Length	Format	Valid Range	Null Values Allowed	Example
1	Contribution Type	Number	1	1=Monetary 2=Fundraiser 4=In-kind	1, 2 or 4	No	1
2	Fundraiser Name	Text	255	None	None	Yes	Eating Stuff
3	Fundraiser Date	Date	10	MM/DD/YYYY	All dates	Yes	01/01/2008
4	Transaction Date	Date	10	MM/DD/YYYY	All dates	No	12/15/2007
5	Contributor Name	Text	50	None	None	No	Mr. John Doe
6	Contribution Amount	Currency	8 integer 2 decimal	Integer or decimal	8x.xx	No	1234.55

7	Excess Funds?	Number	1	1=Yes; 0=No	1 or 0	Yes	1
8	Contributor's Occupation	Text	50	None	None	Yes	Contractor
9	Contributor's Employer	Text	255	None	None	Yes	Somewhere, Inc.
10	Affiliation	Text	50	None	None	Yes	Partner
11	Contributor Physical Addr1	Text	255	None	None	Yes	123 Brooks Street
12	Contributor Physical Addr2	Text	255	None	None	Yes	Suite 1
13	Contributor Physical City	Text	50	None	None	Yes	Charleston
14	Contributor Physical State	Text	2	None	None	Yes	WV
13	Contributor Physical Zip	Text	10	None	None	Yes	12345-9876
15	Contributor Mailing Addr1	Text	255	None	None	Yes	123 Brooks Street
16	Contributor Mailing Addr2	Text	255	None	None	Yes	Suite 10
17	Contributor Mailing City	Text	50	None	None	Yes	Charleston
18	Contributor Mailing State	Text	2	None	None	Yes	WV
19	Contributor mailing Zip	Text	10	None	None	Yes	12345-9876
20	End of File						

Screen Prints

CFRS Login Page



West Virginia State Election Commission

Campaign Finance Online Reporting System

[Help](#)

Welcome

This site provides candidates and political action committees with the ability to file required financial reports on-line with the Secretary of State's Office. This site may contain confidential and privileged information; therefore, **any unauthorized review, use, disclosure or distribution is prohibited**. If you are not an intended recipient of this system, [please exit now](#).

Please Sign In

Username:

Password:

Rules & Regulations

- [Click here for a complete copy of the West Virginia Campaign Finance Laws and Regulations.](#)
- [Click here to view The 2006 Guide to West Virginia Campaign Finance.](#)
- [Download forms for Campaign Finance](#)

For authorization to use the Campaign Finance Reporting System Online contact the Elections Division at elections@wsos.com or by telephone at 1-866-767-8683.



West Virginia State Election Commission

Campaign Finance Online Reporting System

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Reporting Period: TestTestTest

Report Summary

Income

Loans

Expenditures


Unpaid Bills

Review/Submit

Income

- [Add Contribution](#)
Use to add a contribution given by any source that will go toward a person or committees contribution limitations.
- [Upload Bulk Contributions](#)
Upload bulk data files containing contribution records, view data for accuracy, submit approved data to add contributions to the reporting period.
- [Review/Modify Contributions](#)
Search through all contributions by type, date, contributor name, if it was given at a fundraiser and the amount.
- [Add Fundraising Event](#)
Enter information for a new fundraising event.
- [Review/Modify Fundraising Events](#)
Check the information on fundraisers and edit the information if necessary.
- [Add Other Income](#)
Other income includes all funds received that are of legal means of receipts of funds that will not go against a person or groups contribution limitation.
- [Review/Modify Other Income](#)
Search through all other income by type, date, contributor name, if it was given at a fundraiser and the amount.

New Link to Bulk Upload Feature



West Virginia State Election Commission

Campaign Finance Online Reporting System

HelpHomeLog Off

Reporting Period: TestTestTest

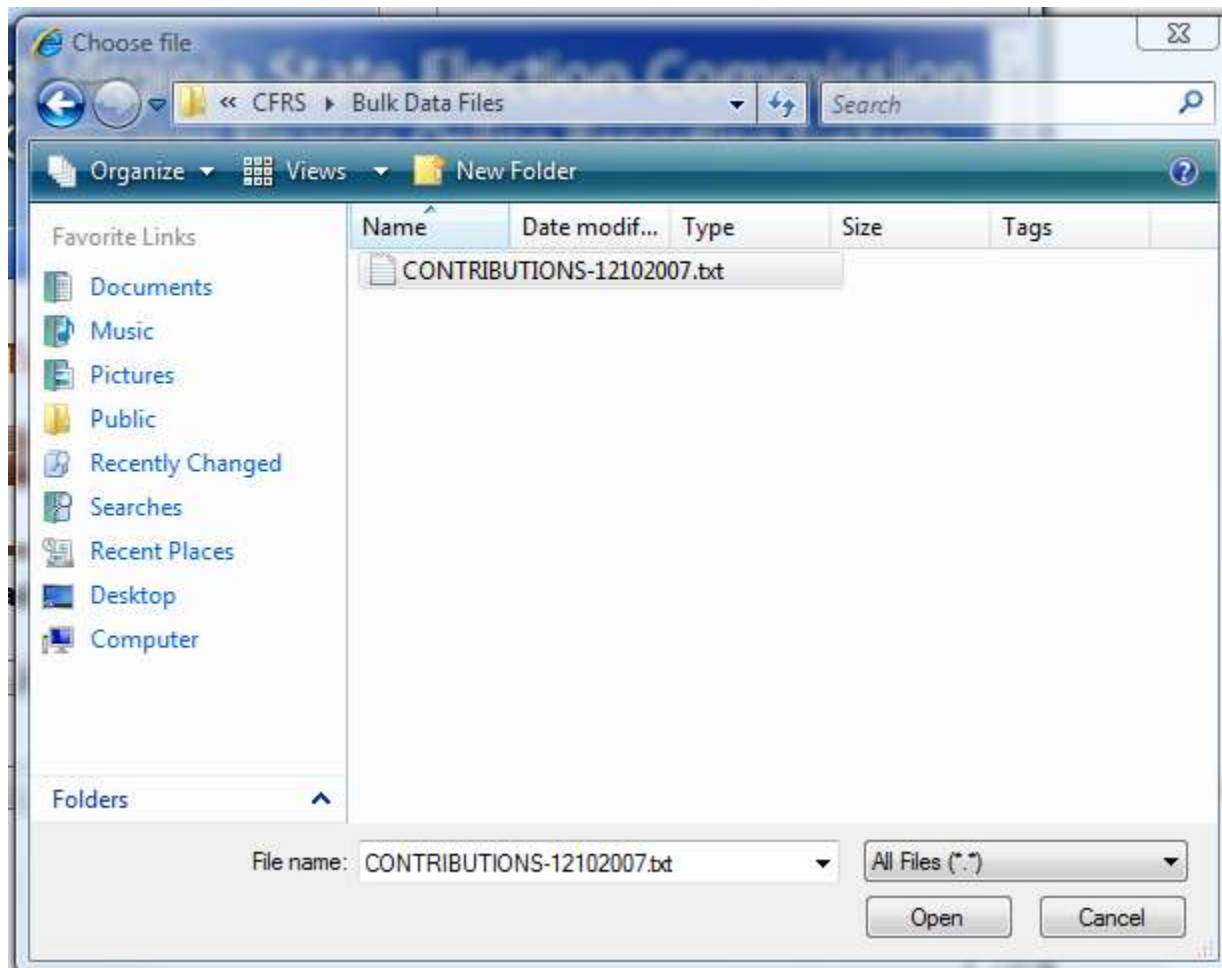
Report SummaryIncomeLoansExpendituresUnpaid Bills

Review/Submit

Income - Bulk Upload Contributions

Click the Browse button to locate file for upload.

Select the file and click Open





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[Review/Submit](#)

Income - Bulk Upload Contributions

Contribution Type	Contribution Date	Contributor Name	Contribution Amount	Occupation	Employer	Affiliation	Contributor Physical Addr1	Contributor Physical Addr2
1	1/15/2007 12:00:00 AM	Testing Lucky Contributor	1500.0000	Nothing	Charleston	Hunter	15 Nowhere	Suite
1	1/20/2007 12:00:00 AM	Doctor Lucky	550.0000					

[Finish](#) [Cancel](#)

Error Report: Contributions



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Income - Bulk Upload Contributions

CFRS Bulk DataUpload - Contributions
Error Report

Print Date: 1/15/2008 11:18:56 AM

Line Number	Transaction Date	Name:	Amount:	Error Number:	Error Description:	Suggested Solution:
1	12/01/2007	Test1	\$1500.00	12345	Invalid transaction date.	Correct transaction date.
2	12/02/2007	Test2	\$1500.00	65432	Invalid Name	The name field exceeds 50 characters.
3	10/02/2007	Test3	\$1500.00	98765	Invalid Amount	The amount is in the wrong format.

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[Finish](#) [Cancel](#)



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Report Summary

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Review/Submit

Income - Bulk Upload Contributions

Upload Confirmation Response

Your file was uploaded successfully.

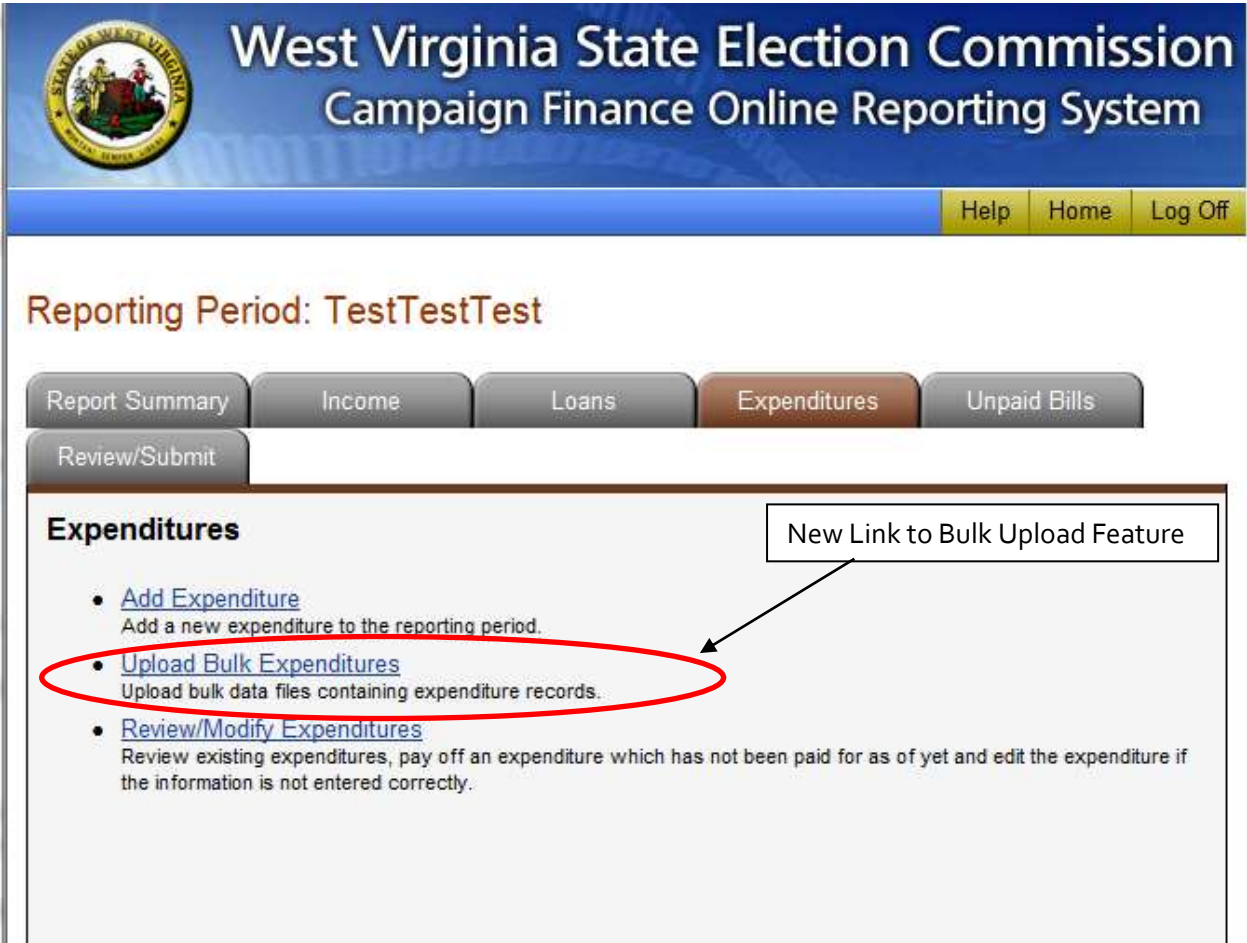
X records have been processed.

Click the Finish button to return to the main Contributions page.

Click the Finish and Add Another to upload another file.

Finish

Finish & Add Another



The image shows the main page of the West Virginia State Election Commission Campaign Finance Online Reporting System. The header features the state seal and the system's name. A navigation bar includes links for Help, Home, and Log Off. Below this, the reporting period is set to 'TestTestTest'. A series of tabs allows users to navigate between different sections: Report Summary, Income, Loans, Expenditures (which is currently selected), and Unpaid Bills. A 'Review/Submit' button is also present. The 'Expenditures' section contains a list of three options: 'Add Expenditure', 'Upload Bulk Expenditures', and 'Review/Modify Expenditures'. The 'Upload Bulk Expenditures' option is highlighted with a red oval, and a callout box with an arrow points to it, stating 'New Link to Bulk Upload Feature'.

West Virginia State Election Commission
Campaign Finance Online Reporting System

Help Home Log Off

Reporting Period: TestTestTest


Report Summary Income Loans **Expenditures** Unpaid Bills

Review/Submit

Expenditures

- [Add Expenditure](#)
Add a new expenditure to the reporting period.
- [Upload Bulk Expenditures](#)
Upload bulk data files containing expenditure records.
- [Review/Modify Expenditures](#)
Review existing expenditures, pay off an expenditure which has not been paid for as of yet and edit the expenditure if the information is not entered correctly.

New Link to Bulk Upload Feature



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Campaign Finance Online Reporting System

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Reporting Period:

[Report Summary](#) [Income](#) [Loans](#) [Expenditures](#) [Unpaid Bills](#)

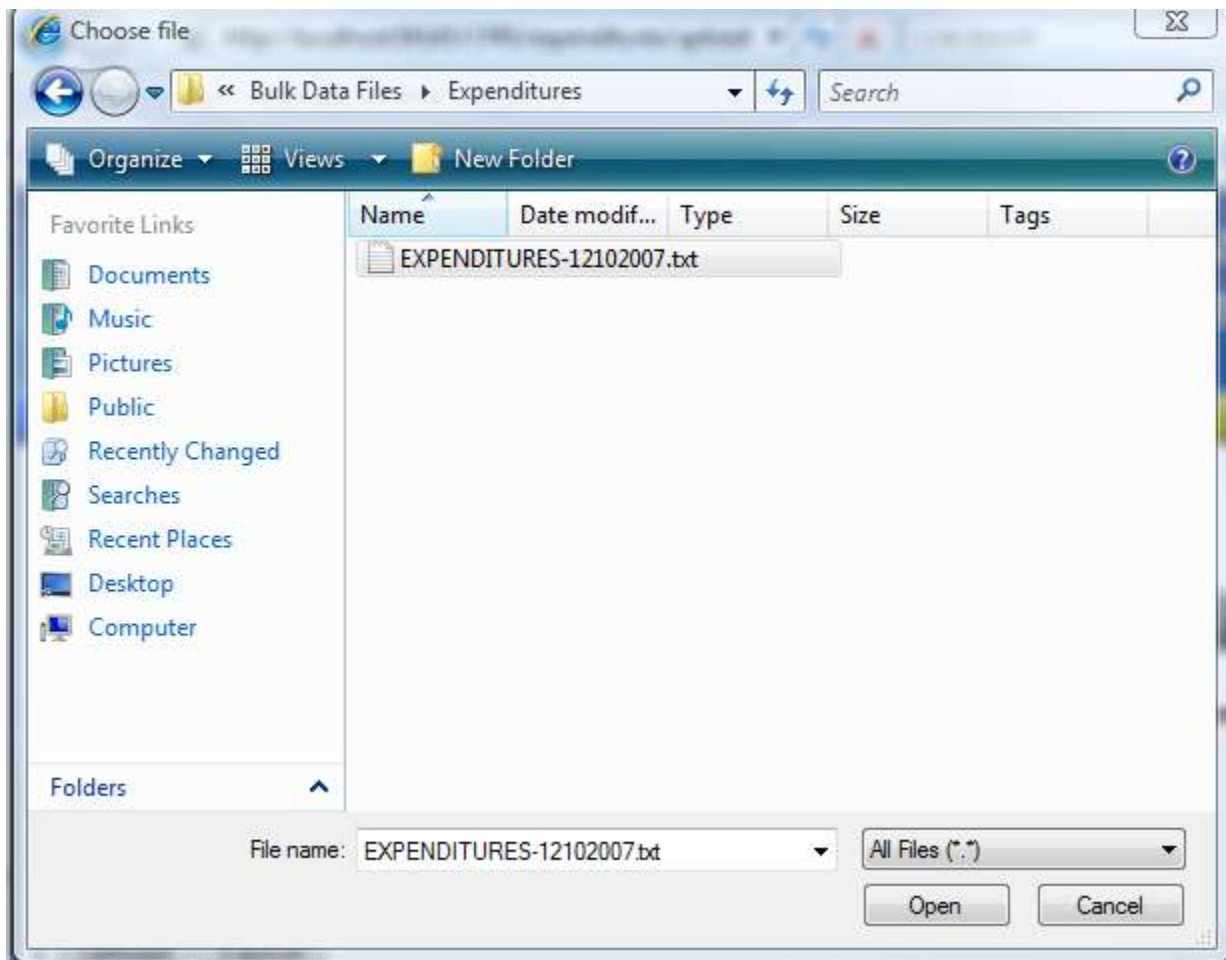
[Review/Submit](#)


Expenditures - Bulk Upload Expenditures

[Browse...](#) Click the Browse button to locate file for upload.

[Upload](#) [Cancel](#)

Select the file and click open





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Reporting Period:

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[Review/Submit](#)

Expenditures - Bulk Upload Expenditures

Date of Transaction	Purpose	Amount of Expenditure	Paid to	Payee Addr1	Payee Addr2	Payee City	Payee State	Payee Zip	Fundraiser	Excess
1/15/2007 12:00:00 AM	1	15000.0000	Someone	555 Nowhere	Suite 10	Charleston	WV	90210	0	0
1/15/2007 12:00:00 AM	1	15000.0000	John Doe	555 Nowhere	Suite 10	Charleston	WV	90210	0	0
1/15/2007 12:00:00 AM	1	15000.0000	John Doe	555 Nowhere	Suite 10	Charleston	WV	90210	0	0

[Finish](#) [Cancel](#)

Error Report: Expenditures



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Expenditures - Bulk Upload Expenditures

CFRS Bulk DataUpload - Expenditures
Error Report

Print Date: 1/15/2008 11:17:37 AM

Line Number	Transaction Date	Name:	Amount:	Error Number:	Error Description:	Suggested Solution:
1	12/01/2007	Test1	\$1500.00	12345	Invalid transaction date.	Correct transaction date.
2	12/02/2007	Test2	\$1500.00	65432	Invalid Name	The name field exceeds 50 characters.
3	10/02/2007	Test3	\$1500.00	98765	Invalid Amount	The amount is in the wrong format.

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Reporting Period:

Report Summary

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Review/Submit

Expenditures - Bulk Upload Expenditures

Upload Confirmation Response

Your file was uploaded successfully.

X records have been processed.

Click the Finish button to return to the main Expenditures page.

Click the Finish and Add Another to upload another file.

Finish

Finish & Add Another